

**UNITED STATES DISTRICT COURT**  
Southern District of Indiana - Indianapolis Division

**COURT SERVICES DEPUTY CLERK**

Salary: Case Administrator I - CL 23-24 - \$31,151-\$43,155  
depending on qualifications and experience

CLOSING DATE: Wednesday, May 15, 2013

The United States District Court is accepting applications for a Court Services Deputy Clerk, responsible for a wide variety of tasks associated with the intake and case opening function of the U. S. District Court, under the direction and supervision of the Operations Manager of the Clerk of Court's Office. Incumbent shall receive and review incoming documents to determine conformity with federal court requirements; verify attorneys' authority to practice before the court; collect appropriate fees and prepare receipts for same; assure assignment of case numbers and random assignment of cases to judges; open cases in the automated case management system; docket initial opening events; monitor the integrity of the filing system; retrieve files and make copies of records; ship files to the appropriate Federal Records Center; answer incoming phone calls; provide assistance with computerized database; assist with naturalization ceremonies and attorney admissions; and other duties as assigned. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate. Successful candidates must be highly motivated and able to work as part of a team. A professional appearance and demeanor is required.

QUALIFICATIONS: Applicants must have at least two years of administrative office experience, preferably in the legal field, where they have been accustomed to dealing tactfully and courteously with the public. They must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment, preferably with case management software. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits may be found on the Court's website [www.insd.uscourts.gov](http://www.insd.uscourts.gov) under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Special consideration may be given to those who apply early.

**The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.**